

# VISIT GUIDELINES

## WELCOME STATEMENT

The Department of Corrections welcomes you to Washington State Penitentiary. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The number of visitors allowed at one time may vary from one facility to another. All facilities are chewing gum and tobacco free. Please read these guidelines carefully so you may have an enjoyable visit.

## WHO CAN VISIT

Each offender may have up to 15 approved visitors per visit. NOTE: The offender may not be available for a visit. Visitors may avoid making an unnecessary trip, or being turned away, by pre-arranging visits with the offender.

**Visitor Reminder:** If you wish to be removed from an approved visitor list, please submit a written request for removal to Public Access, Washington State Penitentiary, 1313 N. 13<sup>th</sup> Ave., Walla Walla, WA 99362.

Children under the age of 18 may visit with a parent/guardian or an approved escort only.

Offenders may request arrangements for special situations such as friends or family traveling from extended distances.

Visitors who leave during any visit period may be allowed to return during the next authorized visit period.

## WHEN YOU CAN VISIT

You may only enter the facility 15 minutes prior to an in-processing time. You are welcome to return for the next scheduled visit period.

**East Complex (Unit 6, Unit 8, Unit 10 and MSU):** Visiting days/hours are Friday through Monday, 10:30 a.m. to 6:45 p.m. Unit visit days rotate. You may view a copy of the East Complex visiting schedule at <http://www.doc.wa.gov/facilities/prison/wsp/docs/EastComplexVisitSchedule.pdf> . Processing times are:

### In Processing

10:30 a.m. to 11:15 a.m.

3:45 pm to 4:30 p.m.

### Out Processing

On the hour

On the hour

NOTE: Due to facility structure, if you have made arrangements to pick up property belonging to an offender, please check with visit room staff.

**West Complex:** Visiting days/hours are Friday through Monday 9:15 a.m. to 6:30 p.m. Units do not visit every day. You may view a copy of the West Complex visiting schedule at <http://www.doc.wa.gov/facilities/prison/wsp/docs/WestComplexVisitSchedule.pdf> Processing times are:

### In Processing

9:15 a.m. to 10:15 a.m.

12:30 a.m. to 1:00 p.m.

2:00 p.m. to 2:30 p.m.

5:00 p.m. to 5:30 p.m.

### Out Processing

12:00 p.m.

1:00 p.m.

2:15 p.m.

3:00 p.m.

5:00 p.m.

6:30 p.m.

NOTE: If you have made arrangements to pick up property belonging to an offender, please check with the West Complex Public Access Sergeant.

# VISIT GUIDELINES

## Intensive Management Unit (IMU):

- No-Contact visits are possible for immediate family members of offenders housed in IMU.
- Visits are scheduled on space availability on a first-come, first-served basis. No more than 2 people may visit an offender at a time.
- The visit must be scheduled at least 24 hours in advance by calling visit room staff at (509) 525-3610 extension 5058 or 5031 Friday – Monday between the hours of 9:00 a.m. and 6:30 p.m.
- All scheduled appointments are tentative and may be cancelled due to an offender's negative behavior prior to the announced visit. On the day of the visit, visitors should call the facility one hour in advance to confirm the visit.
- When visiting Segregation or IMU, visitors are not permitted to bring money or a smart card.
- A visitor or an offender may end the visit at any time. The offender will be returned to his cell at the end of the visit.
- Typically, visits for these units are 1 – 2 hours in duration. You may only enter the facility at the processing time (12:30 p.m. – 1:00 p.m.).

## Intensive Management Unit (IMU) Visits

1. Offenders assigned to the IMU will be allowed no-contact visits as follows:
  - a. Level 1 (Isolation) - No visits.
  - b. Level 2 - One, 1 hour visit per week; immediate family members only.
  - c. Level 3 - One, 2 hour visit per week, immediate family members only.
  - d. Level 4 - One, 3 hour visits per week; immediate family members only.
  - e. Inmates subject to the death penalty (ISDP) assigned to Level 1, 2, 3, or 4, - the same as other offenders housed in IMU.
  - f. ISDP assigned to Level 5 – Two, 2 hour visits per week: immediate family and visitors other than immediate family who are on approved visiting list and screened by unit counselor are allowed if the relationship was established prior to the current offense. Any visitor that is not immediate family must be pre-approved by the Superintendent.
2. Depending upon the offender's IMU program level, he may be required to remain in restraints for the duration of the visit.

## HOW YOU GET THERE

### Facility Information

- From Westside of the state: Take I-5 to I-90. Take I-90 East toward Spokane. Go over Snoqualmie Pass to Ellensburg. From Ellensburg, take I-82 South to Richland.
- From Richland, take I-182 East to Pasco (also posted as Highway 12). Continue on Highway 12 all the way to Walla Walla. Take the Myra Road exit and circle the roundabout to Pine Street. Continue on Pine St. to 13th Avenue North. Turn left on 13th Avenue North. If visiting in the EC turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU North/South, turn left into the West Complex visitor parking lot.
- Coming from East of Walla Walla, take Highway 12 West to the 2<sup>nd</sup> Street exit. Turn right on 2<sup>nd</sup> Street then right onto West Pine Street. Go approximately ½ mile and then turn right onto 13<sup>th</sup> Avenue North. If visiting in the EC turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU North/South, turn left into the West Complex visitor parking lot.
- Coming from South of Walla Walla, take Oregon Highway 11 into Washington (becomes WA 125 North). Continue on for approximately 6 miles. Turn left onto West Pine Street. Go approximately ½ mile and turn right onto 13<sup>th</sup> Avenue North. If visiting in the EC turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU North/South, turn left into the West Complex visitor parking lot.

## VISIT GUIDELINES

- If you need additional directions or assistance please call: (509) 525-3610 extension 6131 for the East Complex or extension 5058 or 5031 for the West Complex/IMU North/South.
- Vehicles/Parking – see attached parking lot map. Park your vehicle in the section marked “visitor parking.”
- Physically Challenged Information – If you need special assistance, please call (509) 525-3610, extension 6131 at least one hour prior to your visit and report 15 minutes earlier than regular processing time to arrange for special transportation.

### WHAT TO DO WHEN YOU ARRIVE

#### Vehicles/Parking – see attached parking lot map

The speed limit on facility grounds is 15 mph. Thank you for not speeding.

Vehicles should be secured.

Persons not visiting may not wait in vehicles.

Pets are not permitted to wait in vehicles.

#### Visitor Check-In

Visitors are welcome to arrive 15 minutes prior to visits. Please check in at the visitor entrance.

Please inform staff in advance if you intend to share difficult news during your visit. Staff will attempt to make a suitable seating arrangement for your visit.

#### Identification

All visitors 16 years of age and older will be asked to show current photo identification (e.g., driver's license, passport, military or government identification, tribal identification, alien registration, student identification). Expired or non-photo identification will not be accepted.

#### Searches

Visitors will be required to sign a search permission form before visiting. Pat, vehicle, personal property, and/or canine searches may be conducted.

You may bring the following items in a clear plastic coin purse or plastic bag:

- Money is not allowed inside the visiting areas at the Washington State Penitentiary. Each visitor will be allowed a vending machine debit card. Debit card limits are established by the facility based on vendor resources. For Washington State Penitentiary, the debit card limit is \$40.00. A \$5.00 bill is required for initial purchase of the vending machine debit card. This purchase will result in a \$3.00 credit on the card. The card is only good at WSP.
- **Once the card is purchased, it becomes the property of the visitor. Neither the state nor Swire Classic Vending will give a refund should the card be lost or stolen.** It is recommended that the purchaser write his/her name on the card immediately after purchase. In the event a machine does not vend the selected product, proper refunds will be made.
- Keys – Drivers may keep one manual car key on a single ring key chain. **Each facility will determine where keys may be secured.**
- Identification – All visitors will be allowed to have one form of identification with them in the visiting area.
- Medical – Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.
- Small comb or brush.

# VISIT GUIDELINES

## **Items for Infants and Toddlers**

Infant and toddler items must be stored in a clear plastic bag or container. The following items are allowed:

- Two clear plastic bottles containing water, juice, milk, or liquid formula.
- One plastic Tupperware type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon.
- Two bibs.
- Two pacifiers or teething objects.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.
- Baby wipes that have been transferred to a zip lock plastic bag prior to visit.

## **Service Animals**

The animal's owner/escort is responsible for the animal, including:

- Cleanup of waste (facilities need to identify locations).
- Ensuring the animal remains under their control at all times.
- The animal is on a leash at all times.

# **VISIT GUIDELINES**

## **HOW TO ENJOY YOUR VISIT**

**The following guidelines are in place to ensure a safe and pleasant visit.**

Continuation of your visit and visiting privileges will depend on:

- Visitors arriving without having consumed alcohol and/or an illegal substance, or being in possession of contraband. Visitors with a valid recommendation for medicinal marijuana will provide a copy to the Visiting Sergeant/designee upon arrival. Once verified, the visitor will be authorized access as normal.
- Visitors and/or offender following the Visit Guidelines, policy, and procedures.
- Compliance with search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health or safety of any visitor, offender, or staff.

Weapons of any kind are not permitted.

Families are encouraged to be considerate of other visitors. Please avoid loud, excessively emotional, or disruptive behavior.

Dress standards are necessary to ensure the safety and security of visitors and offenders, to promote a non-offensive, family oriented environment, and to provide efficient processing of visitors. The Visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, or accessories allowed. The following guidelines apply to visitors 8 years and older:

### **Clothing**

Appropriate, modest clothing should be worn by all visitors. Clothing should be free of reference to obscenity, alcohol, drugs, gang references, or sex in any form. Buttons or closures should be fastened to the degree necessary to maintain modesty. All clothing must be clean and in good repair, free of holes, rips, or tears. Undergarments must be worn, to include briefs and brassieres for females, and briefs, boxers, or long underwear for males. Clothing will not reveal breasts or expose undergarments, cleavage, stomach/midriff, bare back when arms are raised or bare chest. In addition, camouflage, hooded or bibbed attire, cargo or painter pants, or any other clothing that might be considered difficult to search (e.g., excessive pockets, padding, or layering of one outer garment over another) will not be worn.

Dresses, skirts, shorts, capris, skorts, and slits in clothing must not fall more than 3 inches above the knee.

Visitors may be prohibited from bringing hooded or heavy, parka style coats into the visit room. Such items may need to be hung on coat racks in the lobby area.

### **Footwear**

- Shoes, sandals, flip flops, and boots must be in good repair. Slippers and quilted or fur lined snow boots will not be allowed.

### **Accessories**

- Jewelry that hides other items (e.g., broaches, locketts, pins) or jewelry that looks like a key is not allowed.
- The following items are permitted:
  - Four pieces of jewelry in piercings (e.g., one nose, one lip, 2 ears, or the combination of 4 pieces of pierced jewelry).
  - One watch.
  - Wedding ring set and one ring.
  - Two necklaces.
  - Two bracelets.
- Two pairs of eyeglasses, to include one non-reflective pair of sunglasses for outside visits only.
- Belts may be worn, excluding money belts or belts with compartments.
- Religious and medically necessary head coverings may be allowed with written verification.

# **VISIT GUIDELINES**

## **COURTESY DURING VISITS**

The Department intends to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all participants is encouraged. The following visit room guidelines will help to ensure that visits are a pleasant experience for all participants:

- A brief hug and kiss (i.e., 4-5 seconds in length) are permitted at the beginning and conclusion of visits.
- In addition to brief, appropriate contact at the beginning and conclusion of each visit, an offender may have physical contact with his/her child(ren) up to age 8 in a manner that respects the child's feelings and physical boundaries. Facility visiting staff will monitor the child(ren) for signs of disengagement (e.g., pulling away, crying, screaming, etc.) and will, if appropriate, instruct the offender to discontinue the physical contact or return the child to the guardian.
  - The child may sit on the offender's lap.
  - The offender may show affection toward the child (i.e., hugs or kisses).
- During the visit, the only physical contact allowed between offenders and adult visitors is holding hands with hands in plain view on or above the table top. As visiting areas are family friendly environments, caressing of any kind will not be allowed.
- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction.
- Visit areas are provided for all visitors. Please use furnishings for their intended use.
- Because time is limited, the focus and interaction must remain between the offender and his/her own visitors and family. Speaking to other visitors or offenders will not be permitted.
- During visitation, money or debit cards may be used for vending machine purchases by visitors. At minimum security facilities, both offenders and visitors may use money or debit cards for vending machine purchases. Visitors are reminded to take all unspent money and debit cards with them when they leave.
- Children must be under direct supervision and within sight of the visiting parent or guardian/ escort at all times, including children using the restroom. Offenders may supervise their visiting children while the adult visitor uses the restroom. Roughhousing and horseplay will be stopped immediately by the visiting parent.
- Verbal corrections and time-outs are the only allowable forms of discipline during visits.
- Showing affection, holding, and playing with visiting children promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- Grooming of children's hair may be done during visits, unless visits occur in dining areas.
- When changing children's soiled garments, please use the provided changing areas.
- Visits may become emotional at times. If this happens, staff will check in with you and are available to assist as needed.
- Please put away all items used during visits (i.e., games, toys, books). Please throw trash and recyclables in provided containers at the end of your visit.

Suggestion/Comment forms are available in the visit room.